

TRAINING TIPS



PRECISE DATA MAINTENANCE = ACCURATE REPORTING

DIRECT SUPPLIER MANAGEMENT

Take advantage of the setup provisions in PROFIT TRACK to manage your direct suppliers.

- To add a new direct supplier:
SETUP, EDIT LOOKUP TABLES, SHOP TABLES, SHOP SUPPLIERS. Click on F7. ADD
To print a list of all suppliers, REPORTS, UTILITY REPORTS, LOOKUP TABLES, SHOP SUPPLIERS.
- To review products available from current suppliers, go into:-
SHOP, press function key F3 twice, then click on • SUPPLIER,
then select the required supplier and a list of products will appear on screen.

Tip:

When setting up a new SUPPLIER, if you choose to run live stock-on-hand for this supplier, place a tick ✓ under the option 'Receive Orders From This Supplier'. Furthermore, if you choose to run Goods Received invoice entry from this supplier, and the supplier provides an invoice with line costs that are GST EXEMPT, place a tick ✓ under the option 'Key All Cost Prices in Ex GST'.

Setup correct supplier details on SHOP items: In SHOP, search for all items with supplier UNKNOWN (as per instructions above) and allocate these to the correct supplier.

- Make sure the supplier name is setup as per above instructions
- Use ✓ and set selected for quick linking.
- Check that the supplier cost price, and the number of units per carton is correct. This will allow the GP% next to the selling price to be updated correctly.

For items supplied by the warehouse, but also available from a direct supplier, use F8 to add a new direct supplier and add comparative details for your direct supplier's cost price. If there are multiple items then use ✓ and set selected for quick setup.

The red tick ✓ indicates the cost price that is set as 'current' and is used to calculate the GP% on the PLU/price below. The red tick ✓ can be moved between suppliers simply by right clicking on the required supplier, and selecting 'Set supplier current'.

Maintenance of direct suppliers prices:

This can be done most efficiently under:-
FAST PRICES, select PRODUCTS, SUPPLIERS, and select the required supplier.
A complete list of items may be viewed and edited with ability to change units, cost, sell, GP%.

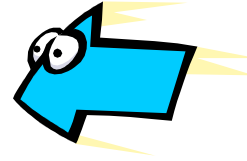
Alternatively, through INVENTORY, GOODS RECEIVED. Further steps are described in your PROFIT TRACK manual pages 4.6 and onwards.

To review a list of direct suppliers on-screen, in SHOP, Press F3 and search by SUPPLIER. Select the supplier name and a list of their items will appear on screen. Press F9 or click MORE DETAILS and prices will appear on screen.

Tip:

In the search list, click on GP% or COST headings for quick ID of items with zero cost, or poor GP's!

TIPS FOR MORE EFFICIENT OPERATION



Are you keeping an eye on direct supplier costs?

An outstanding feature in PROFIT TRACK is the manner in which the system presents cost comparisons on items that are sourced from direct suppliers. To compare one supplier to another run a Better-Buys report to identify products that are more attractively priced at the Warehouse.

This report will quickly inform you of products that can be purchased at a reduced price. This report highlights any products that are available at the warehouse at a more attractive price than your direct suppliers. It also compares pricing between direct suppliers. The report shows the suppliers normal cost and the value and % savings. To run this report, go to:-

Reports/Management Reports/Better Buys Report.

Click on OK to run the report for all products or select by department/group/supplier etc.

TIDY UP DELETED PRODUCTS

Don't let your product file become cluttered up with stock items that are no longer relevant. Simply run the deletions management report to identify items with no sales for whatever period of time and edit the information on-screen before pressing the DELETE button.



Select Option – **Inventory, Deletion Management**. Click on the **<Generate>** button. Click on the **<Date>** button and select a from date (Usually 1st of January). You can then narrow the selection by selected Departments, Groups, etc. Click on the **<OK>** button. The screen is filled with products that have not had sales since the date selected. To list these select the **<No Sales Report>** button. To delete the products click on the **<Select All>** button then click on the **<Delete>** button.

Also run **Reports/Product Reports/Warehouse Item Type** and select Warehouse Deleted. This report lists all products that have been deleted by the warehouse through host processing.

BIG PICTURE SYSTEMS STATISTICS

This report is designed to highlight aspects of systems maintenance that require attention. Rather than running a multitude of reports, simply run the systems statistics reports to highlight aspects where data integrity may require your personal review, and correction where necessary.

The report highlights details such as no. of products that are included in:-
Warehouse deleted, negative stock on hand, cost is zero, negative GP%, normal sell less than RRP.



To run this report, go into:- **Reports/Utility Reports/System Statistics**

MARGIN MANAGEMENT

PROFIT TRACK provides powerful exception reporting to identify products where prices or margins may be outside of the parameters that you set.

- To get a list of these products, run the following reports:-
- Reports/Utility Reports/Housekeeping/Products with Zero Cost
 - Reports/Management Reports/Negative GP%
 - Reports/Management Reports/GP Variance Report

